

## DOI CHECKLIST FOR RECOMMENDATION OF SPECIAL CSRS/FERS COVERAGE FOR LAW ENFORCEMENT OR FIREFIGHTER POSITIONS

BUREAU: \_\_\_\_\_

POSITION DESCRIPTION NO: \_\_\_\_\_ SERIES AND GRADE: \_\_\_\_\_

CLASSIFICATION TITLE: \_\_\_\_\_

ORGANIZATION TITLE: \_\_\_\_\_

### CHECKLIST

1. Is this position already approved for either FERS or CSRS coverage? (Enter which coverage is approved.)
- A. New position?
- B. Replaces/re-describes a prior position?
- If yes, show prior position number \_\_\_\_\_ & classification date: \_\_\_\_\_

2. Does the position meet the definition of:
- A. A Law Enforcement Officer: (See 5 CFR 831.901 and 842.801, definitions.)
- B. A Firefighter: (See 5 CFR 831.901 and 842.801, definitions.)

3. Is the position recommended for **primary** coverage, with duties of the position sufficiently rigorous that employment opportunities are required to be limited to young and physically vigorous individuals? (If no, go to item 4.)
- A. Requirement for maximum entry age (37 for firefighters, 37 for law enforcement officers).
- B. Physical qualifications determinations:
- (1) Must maintain the arduous physical fitness level for firefighters, or
- (2) Must maintain special physical fitness level for law enforcement officers, or
- (3) For pilots, specific FAA physical qualifications.

- OR** 4. Is the position recommended for **secondary** coverage, clearly in the law enforcement or firefighting field, and in an organization having a law enforcement or firefighting mission, and is either:

(1) **Supervisory:** primary duties (over 51% of major duties) are as a first-level supervisor of law enforcement officers or firefighters in rigorous positions for which **experience as gained by substantial service in a primary law enforcement position in the Federal government or equivalent experience outside the Federal government is a MANDATORY PREREQUISITE;**

**OR**

(2) **Administrative:** executive, managerial, technical, semiprofessional, or professional position for which **experience as gained by substantial service in a primary law enforcement position in the Federal government or equivalent experience outside the Federal government is a MANDATORY PREREQUISITE**

5. Are the major duties of position used for coverage recommendation meet the regulations; i.e. they are
- a) paramount in influence or weight; b) occupy substantial portion of incumbents' work time; and c) are assigned on a regular and recurring basis?

### 6. Bureau Recommendation

**for special retirement coverage:** CSRS: Primary \_\_\_\_\_ FERS: Primary/Rigorous \_\_\_\_\_

Secondary \_\_\_\_\_ Secondary \_\_\_\_\_

I certify this position (as described in the position description and attachments) meets all of the above conditions necessary for coverage as a law enforcement or firefighter position under the CSRS and/or FERS retirement systems as recommended.

Signature of Classifier or Authorized Official: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

*Current as of June 17, 2005*

## CHECKLIST OF DOCUMENTATION SUBMITTED FOR SPECIAL CSRS/FERS COVERAGE FOR LAW ENFORCEMENT OR FIREFIGHTER POSITIONS

| CHECK | DOCUMENTATION   |
|-------|---|
|       | 1. Official position description:   |
|       | A. <b>Primary Position:</b> must show that special physical qualifications are necessary.   |
|       | B. <b>Secondary Position:</b><br>(1) <b>Supervisory</b> - must show that primary duties (over 51%) are as a first-level supervisor of law enforcement officers or firefighters in rigorous positions; <b>OR</b><br>(2) <b>Administrative</b> - must establish that experience in a rigorous law enforcement or firefighting position, or equivalent experience outside the Federal Government, is a mandatory prerequisite. |
|       | 2. Functional statement (may be part of the Introduction).  |
|       | 3. Organization chart which includes current PD being submitted for coverage.   |
|       | 4. If applicable, a list of the provisions and park jurisdiction of the Federal criminal law incumbent is responsible for enforcing.  |
|       | 5. Current performance standard. (Optional)   |
|       | 6. Classification evaluation statement. (Optional)  |

### FOR ALL POSITIONS:

Attach the "Checklist for Determination of Special CSRS/FERS Coverage for Law Enforcement or Firefighter Positions", and documents checked above.

**NOTE ON INDIVIDUAL COVERAGE** - If not in a covered position, individuals must file a claim for coverage with the appropriate Bureau:

**CSRS** - a request for creditable service **every calendar year while occupying a non-covered position** or after any significant change in **title, series, grade, major duties, or position number/classification**

**FERS** - within 6 months after entering a non-covered position, or after any significant change in **title, series, grade, major duties, or position number/classification**

*Current as of June 17, 2005*